



Health and Safety Policy

Name of policy	Health and Safety
Review committee	Board of Trustees
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Introduction

The health and safety of both staff and students have always been of paramount importance in the education service. The Headteacher is traditionally responsible for the safe conduct of the staff and students and all centre-related activities.

The Health and Safety at Work Act requires the employer to publish a health and safety policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to issue this policy, many members of staff have already done much work, and the Board of Trustees wishes to acknowledge their application of all their contributions. It is important that a regular update of the policy is carried out so that over a number of years, the policy grows into a comprehensive and up-to-date resource. Further contributions or suggestions from members of staff yearly would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. In return, it can offer the worthwhile advantages of a clear and well-organised system of safety management and access to clear safety information, to the benefit of everyone.

The Concept of a Centre Safety Policy

The safety policy is the means whereby:

- The Board of Trustees acknowledges its extensive role and responsibilities in the local management of the school
- The Board of Trustees and the senior school management express their commitment to a high standard of safety, for both students and staff
- The staff and management organisation is clearly set out, and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- Arrangements are set out for:
 - The systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the school development plan
 - The monitoring of progress towards those objectives
 - The continuous assessment of needs and priorities with regard to health and safety
 - The feeding back of this information into the planning process
- A positive safety culture is fostered, in which all staff share the safety objectives identified by management and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements

The school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management

General Statement of Policy by the Board of Trustees

The Board of Trustees recognises its responsibility to provide a safe and healthy environment for teaching and non-teaching staff, students, contractors and other visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- A safe place of work and a safe working environment
- Safe plant and equipment

- Safe systems of work
- Safe access to/from the place of work
- The assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- The provision of adequate information, instruction, training and supervision
- Adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- Keeping abreast of legislation by obtaining advice from the LEA and through persons competent in health and safety matters
- A written system of safety management that includes:
 - The identification of needs and objectives, in order of priority
 - The allocation of appropriate funds
 - The integration of health and safety planning within the school development plan
 - The regular monitoring of progress and safety performance, to be used in the planning process
 - An annual review of the safety policy
 - The inclusion of health and safety on the agenda of Board of Trustees meetings, at least annually

The Safety Organisation

Title	Name
Chair of Trustees	William Gibb
Secretary	TBC
Trustees with safety responsibilities	TBC
Headteacher	Jonathan Blower
Subject coordinators (and areas of responsibility, if not obvious)	Motor vehicle – Matthew Tindale Construction – Daniel Barnes

	Teaching – Nigel Grant
Coordinator – COSHH	Matthew Tindale
Coordinator – Fire and Emergency	Matthew Tindale
Coordinator – First Aid	Daniel Barnes
Child safeguarding	Matthew Tindale

Company Secretary and Headteacher

The Company Secretary and Headteacher are responsible to the Board of Trustees for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by senior school staff where appointed.

The Company Secretary and Headteacher, assisted by the management team, are required to:

- Establish a structured system of safety management, in accordance with LEA guidance and the LEA safety policy, comprising:
 - The identification of safety requirements and objectives
 - The clear identification of priorities
 - The incorporation of safety requirements and future objectives in the development and budget planning of the centre and, where appropriate, inclusion in the school development plan
 - The regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process
- Implement a system for protecting all persons on the premises, or involved in centre activities, from risks that are reasonably foreseeable
- Coordinate any necessary safety arrangements with any contractors working on site
- Implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LEA guidance
- Provide regular reports on significant issues and general progress to the Board of Trustees
- Foster the growth of a positive safety culture in which all the staff share the aim of continuous improvement in health and safety

Subject Coordinators

The subject coordinator is responsible to the Headteacher for the safe management of the subject and for implementing all centre procedures relating to health and safety.

The subject coordinator will identify and clearly prioritise both the immediate and long-term requirements of the department/subject with regard to health and safety and provide this

information to the Headteacher so that it may be included in the normal budget planning arrangements.

The subject coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the centre development plan and/or budget planning.

The subject coordinator will assist in the fostering of a positive safety culture within their subject.

All Staff

Section 7 of the Health And Safety at Work Act 1974 places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and its representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and Safety legislation requires all staff to:

- Use all materials, machinery and equipment, etc. in accordance with the information, instruction and training they have received
- Report immediately to their line manager any defects in equipment, etc.
- Report immediately to their line manager any serious and immediate danger to health and safety
- Report to their line manager any matter they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to repeat it)

All members of staff are responsible for:

- Observing all instructions on health and safety issued by the Headteacher, subject coordinator or any other person delegated to be responsible for a relevant aspect of safety
- Observing all safety rules relating to the use of specific machinery
- Reporting all accidents to the Headteacher and ensuring that an accident report form is completed
- Reporting all potential hazards to health and safety to the Headteacher

- Assisting officers of the County Council in their inspections and investigations
- Assisting inspectors of the Health and Safety Executive (HSE) to carry out inspections and investigations

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted.

General Arrangements

Over the course of time, circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

Meetings of the Safety Management Team

Purpose of Meetings

- To direct and coordinate the necessary planning for health and safety and to draft the school's safety policy
- To review, prioritise and direct safety initiatives arising from plans submitted by departments and/or coordinators, reports concerning safety inspections, accident reports and other means of monitoring performance, and new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis and to create risk assessments where necessary

Frequency of Meetings

Meetings will be called by the Headteacher and will occur at least once every academic year. A meeting will always be called after a serious incident has occurred in school.

Accidents

Accident Procedure

- In the event of an accident, any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is sent to the main office. An assessment of the injury should be made by the first aider at the earliest opportunity. Should an ambulance be required, it will be summoned from the main office unless the seriousness of the

injury requires immediate medical attention. In the latter case, any member of staff should summon the ambulance from the nearest telephone extension by calling 999 and send a message to inform the main office as soon as possible.

- In the event of serious injury or ill health to a student, the parent (or emergency contact, should a parent not be available) should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to hospital as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contracts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it might be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Completion of the Incident Report Form

- The school's incident reporting system should be used to record all incidents, as well as the accident reporting book. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act (DPA), only one record per page should be completed. Each record should be detached on completion and kept in the main office.
- It is important to indicate the responsibilities of staff when reporting accidents. The safety coordinator or senior member of staff should check the completed forms.
- The incident reporting system should be completed for all significant injuries, and copies should be kept in the centre incident file as well as the personnel file of the party involved. It is important that the member of staff supervising at the time of the incident records the details. *The injured person should not complete the form.* Again, first-aid treatment should be recorded.

- Where students are involved in the incident, copies of the incident report must be forwarded to agencies involved with the student (i.e. social services, carers, LEA, etc.).
- Create a risk assessment to help prevent further incidents from occurring.

Accident Investigation

The safety coordinator should advise staff on the appropriate level of response.

In the most serious cases, the centre should call in the health and safety officer.

If appropriate, they will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The HSE call centre should be contacted by telephone immediately in the following circumstances:

- Major injuries in respect of employees
- Dangerous occurrences
- Occupational diseases
- Injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities

In the case of injuries to employees resulting in over three days' absence from work, these should be reported to the HSE within 10 days. Again, the call centre can be used as an alternative to sending form F. The information should then be checked and countersigned by the safety coordinator or senior member of staff.

The HSE call centre number is 0845 300 9923.

First-Aid Arrangements

First-aid arrangements are given below:

- A member of staff has been nominated to act as designated first aider. They should take on the responsibility of ordering items and replenishing first-aid boxes.
- First-aid boxes should be located in the kitchens/FS classroom/construction workshop/garage/minibus.
- A medical room is available. In more serious cases, the child should be transferred to the care of parents as soon as possible.

- In the event of spillage of any blood or bodily fluids, gloves must be worn and the spillage must be cleared up immediately using appropriate cleaning materials.
- The Headteacher monitors the number of first aiders in school and whether their qualifications are up to date.
- The school's first aiders are:
First-aid officer: Mr. D Barnes
Deputy first-aid officer: Mr. M Tindale
All staff hold a first-aid certificate via Educare.

Fire Safety and Emergencies

Standard 'In Case of Fire' notices are displayed in every classroom and designated areas within the school.

IN CASE OF FIRE:

- Operate nearest call point/break glass
- Summon emergency services
- If safe to do so, tackle the fire with equipment supplied
- All staff present to lead children and visitors from the nearest safe exit
- Assemble at the designated point (assembly point outside construction shutter door)
- Headteacher, health and safety officer and designated person to carry out the following (or designated persons if they are unavailable):
 - Collect registers
 - Roll calls
 - Designated person to meet fire engine/services in the lane
- No one to enter the building until the all-clear by the fire service or when deemed safe to do so by an appointed person.

Exits are clearly marked with emergency notices; e.g. 'Fire Exit'. The health and safety person checks the fire alarm on a weekly basis. A notice explaining the fire drill and fire test alarm is displayed in each classroom and specific areas.

Fire risk assessments are carried out yearly. Any uncertainties are investigated with the help of the fire service and corrected accordingly.

Extinguishers are checked each year as part of the service-level agreement. The health and safety officer in school also visually inspects them. Any defaults are reported to the fire service.

All fires, no matter how small, **MUST** be reported to the fire service.

Fire log book:

- The fire coordinator should ensure that a fire risk assessment of the fire log book is completed for each building. Several parties should be involved in the completion of this task.
- The fire coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the fire log book, such as fire drills and fire alarm tests.
- Fire drills should take place each term.

The following arrangements for fire precautions should be in place:

- Flammable liquids are stored in a locked metal cupboard
- Fire doors are always closed and never wedged open
- Waste materials are collected daily and are stored in a locked area until collection by the local council
- Electrical equipment not in use is always isolated from the mains

Security

The school has a number of security measures, all of which are designed to keep the pupils and staff safe.

Risk Assessment

Risk assessments are undertaken in a number of areas. Individual risk assessments have been written for offsite activities such as museum visits.

Display Screen Equipment

The office staff are provided with ergonomically designed and adjustable furniture in order to minimise the stresses and strains of computer work. In addition, adjustable, non-reflective, flat-screen VDUs are provided.

Machinery and Work Equipment

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise centre activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritized, and costed to allow appropriate allocation of the school's training budget.